

10 Tips To Leverage Your Microsoft Office Specialist Certification In The Job Market



From searching for the right position to accepting a job offer, you can leverage your Microsoft Office Specialist certification to provide the added distinction you need. Below are several tips you can use to maximize your Microsoft Office Specialist certification in the job market. Use any or all of these tips to help get the most out of your certification.

■ FIND A FIT FOR YOUR SKILLS

Choosing the right job can be a very difficult decision, especially as you try to find a position that both meets your interests AND provides the right environment for your skills. However, by considering how your skills fit in to the jobs that interest you most, you give yourself the best chance of nabbing the perfect job. Microsoft Office Specialist certification is a valuable skill you should consider in this search.

■ PUT MICROSOFT ON YOUR RESUMÉ

This may seem like a no-brainer, but many job seekers leave certification off their resumés or bury it deep at the bottom as a three-letter acronym to go unnoticed by prospective employers. Highlighting Microsoft Office Specialist certification on your resumé helps you get recognized for the valuable skills and proficiencies you've acquired.

■ SPELL OUT "MICROSOFT OFFICE SPECIALIST"

By using the full spelling of the certification you highlight a name that is recognized around the world for excellence in business applications. Microsoft Office Specialist certification gives you a powerful credential that can move your resumé to the top of the stack.

■ DATE YOUR CERTIFICATION

By including a certification date with your Microsoft Office Specialist certification, you show that you are committed to continually improving your professional skills. This is especially true if you have obtained more than one Microsoft Office Specialist certification (i.e. Word, Excel, PowerPoint, etc.).

■ LIST SKILLS IN ORDER OF RELEVANCE

Many job seekers fail to prioritize skills assuming that as long as something is on the resumé it will be noticed. However, when employers lack the time to read through an entire resumé, often only those elements near the top of the list get noticed. Microsoft Office Specialist certification is a recognized credential that should be at the top of your skills list.

■ SELL BENEFITS, NOT SKILLS

Skills are leveraged in a resumé or cover letter when the prospective employer can see how those skills will benefit his/her organization. Determine how Microsoft Office Specialist certification fits into the jobs that interest you. Then, instead of simply selling your skills, sell the benefits of your skills. Employers are much more likely to take notice of your skills when you show them how they will be of benefit to their organizations.

■ USE SPECIFICS

The benefits of Microsoft Office Specialist certification become much more apparent when they are coupled with specifics. For example, if your Microsoft Office Specialist certification helped you to reduce inventory report preparation time from four hours to two hours each week, include this in your resumé. Specific time, monetary and quality improvement figures help give prospective employers an idea of how your skills might be put to work in their own organizations.

■ HIGHLIGHT CERTIFICATION IN YOUR COVER LETTER

A cover letter provides you with an excellent opportunity to expound on the skills and training you've acquired with Microsoft Office Specialist certification. For example, you might explain the certification process or a particular experience when your certification was beneficial to your job or classroom responsibilities. Microsoft Office Specialist certification can be positioned in your cover letter as one of the strengths that sets you apart from the rest of the job candidates.

■ MARKET YOURSELF WITH CERTIFICATION DURING THE INTERVIEW

The process you have undergone to become certified, including training, testing, certification and job place application, fascinates prospective employers. Discussing these skills with prospective employers is an excellent way of showcasing how you will add value to their organizations.

■ CONNECT YOUR NAME WITH CERTIFICATION

When corresponding with prospective employers remind them of your certification by including a reference to Microsoft Office Specialist after your name (e.g. David Williams, Microsoft Office Specialist). This helps employers remember you, your resumé and your interview.